

BRANCH OFFICE LICENSE APPLICATION

Most Companies, except Sole Proprietorships, are required by law to register or be qualified with the Office of Secretary of State in Alabama. Please call 334.242.5324 for further information.

INSTRUCTIONS: To obtain a Branch Office license, complete this form online and print it for submission OR print the form and complete it in black or blue ink. **Make fees payable to the Alabama Real Estate Commission and mail to 1201 Carmichael Way, Montgomery, AL 36106.**

\$170.00 for license issued between 10/01/2012 and 09/30/2013

\$ 85.00 for license issued between 10/01/2013 and 09/30/2014

NOTE: If licensees are transferring into this branch, submit a Real Estate Commission Registration/Transfer Form and \$25 registration fee, or if licensees are activating a license into this branch, submit Application for License Activation Form and \$25 activation fee.

Complete applications are normally processed within 3 business days from the date received. Once processed, the license will be available for printing by the Qualifying broker from the Commission's website, arec.alabama.gov, using the Company login (the company license number and the Qualifying Broker's personal information).

Branch Office Name _____

Branch Street Address _____ City _____ State _____ Zip _____

Branch Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____ Website _____

Name of Branch Qualifying Broker _____ License Number _____

Home Address _____ City _____ State _____ Zip _____

Phone Number _____

Main Office Name _____

Main Office Address _____ City _____ State _____ Zip _____

Main Office License Number _____ Main Office Phone _____

Consent is hereby given for _____ to be licensed as the qualifying broker for the branch office established above.

Name of Qualifying Broker for Main Office (*Please print*)

License Number

Signature of Qualifying Broker for Main Office

Date

Responsibility is hereby accepted for the actions covered by the Alabama Real Estate License Law of any and all salespersons and associate brokers whose licenses are issued to the Branch Office.

Name of Qualifying Broker for Branch Office (*Please print*)

Signature of Qualifying Broker for Branch Office

Date